

the COLLABORATIVE

**Task Plan VCP 3.4 extension [EX 3.4]
Still Photography
January 1 – June 30, 2009, extension**

Task performance will be managed by the Planners Communications Group Manager (with assistance from Planners Administrative Manager), who will be the primary interface regarding task performance with the NASA Task Requester. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners Collaborative will provide 2.0 FTE contract staff with the skills and experience to perform all aspects of the task order according to the performance requirements summary.

ODC (Other Direct Cost)

No ODC costs expected this period.

ODC	Expected Expense	Estimated Amount
Materials		
Travel		
Training		
Other		
TOTAL this period		

CTO REVISION REQUEST

BUSINESS OPERATIONS AND TECHNICAL SERVICES

1. Contractor:
Planners Collaborative

2. Contractor Task Order to be Revised
VCP 4.4 (formerly EX 4.4)

3. Submittal Date:
Dec 18, 2008

4. Originator/Telephone No.:
John Adams x4-5828

PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):

Authorized period of performance: 10/1/07 through 12/29/08

6. Revised TO:

Authorized period of performance: 10/1/07 through 6/30/09

Revised Total: 378,463

APPROVAL

7. NASA Task Manager:

Eric James

8. Date:
12/17/08

9. COTR:

John Adams

10. Date:

12/17/08

11. Project Manager:

[Signature]

12. Date:

1/13/09

13. Contracting Officer:

Stan Shroy

14. Date:

03/03/09

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: VCP 4.4 (EX 4.4 Extension No. 2)

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Code T Support

PURPOSE: Extend Performance Period From 9/30/08 to 6/30/09

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: June 30, 2009

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost	Current Total	Revised Total
Comm. Group Mgr. Photographer Scientific Photographer Photo Lab Tech/ Archivist	B-4					

Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A
Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCA

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 117,932 \$ 260,532 \$ 378,463

This amount shall not be exceeded without prior approval of the Contracting Officer

OK
11/12/09

the COLLABORATIVE

Task Plan VCP 4.4 extension [EX 4.4]

Code T Support

January 1 – June 30, 2009, extension

Task performance will be managed by the Planners Communications Group Manager (with assistance from Planners Administrative Manager), who will be the primary interface regarding task performance with the NASA Task Requester. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners Collaborative will provide 3.0 FTE with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

Planners will provide back-up capability through qualified on-call staff.

ODC (Other Direct Cost)

No ODC costs expected this period.

ODC	Expected Expense	Estimated Amount
Materials		
Travel		
Training		
Other		
TOTAL this period		

CTO REVISION REQUEST

**BUSINESS OPERATIONS AND
TECHNICAL SERVICES**

1. Contractor:
Planners Collaborative

2. Contractor Task Order to be Revised
VCP 8.4 (formerly EX 8.4)

3. Submittal Date:
Dec 18, 2008

4. Originator/Telephone No.:
John Adams x4-5828

PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):

Authorized period of performance: 10/1/07 through 12/29/08

6. Revised TO:

Authorized period of performance: 10/1/07 through 6/30/09

Revised Total: \$118,307.00

APPROVAL

7. NASA Task Manager:

Edward Schilling

8. Date:
12/17/08

9. COTR:

John Adams

10. Date:
12/17/08

11. Project Manager:

[Signature]

12. Date:

1/13/09

13. Contracting Officer:

Stan Army

14. Date:
03/03/09

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER

Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: VCP 8.4 (EX 8.4 Extension No. 2)

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE:

Video Teleconferencing

PURPOSE:

Extend Performance Period From 9/30/08 to 6/30/09

Estimated Beginning Date:

October 1, 2007

Estimated Completion Date:

June 30, 2009

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost	Current Total	Revised Total
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Comm. Group Mgr.
VITs Operator

Back-up

Total Direct Labor

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

B-4

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 35,243 \$ 83,064 \$ 118,307

This amount shall not be exceeded without prior approval of the Contracting Officer

OK
1/12/09

the COLLABORATIVE

**Task Plan VCP 8.4 extension [EX 8.4]
Video Teleconferencing
January 1 – June 30, 2009, extension**

Task performance will be managed by the Planners Communications Group Manager (with assistance from Planners Administrative Manager), who will be the primary interface regarding task performance with the NASA Task Requester. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners Collaborative will provide 1 FTE ViTs Operator.

The ViTs Operator will be well qualified to perform all aspects of the task requirements. Planners will also ensure that back-up staff are cross trained to cover staff absences. Staff schedules will meet the requirements of the job for both East Coast times zones and West Coast planned uses of the room. Planners will maintain flexibility to cover weekends and odd hours outside of normal operating hours as requested by customers based on the availability of trained personnel as much as is possible. Emergencies will be handled according to the emergency procedures as agreed upon in the Director's Office and posted at the ViTs location.

ODC (Other Direct Cost)

No ODC costs expected this period.

ODC	Expected Expense	Estimated Amount
Materials		
Travel		
Training		
Other		
TOTAL this period		

CTO REVISION REQUEST

**BUSINESS OPERATIONS AND
TECHNICAL SERVICES**

1. Contractor:
Planners Collaborative

2. Contractor Task Order to be Revised
VCP 10.4 (formerly EX 10.4)

3. Submittal Date:
Dec 18, 2008

4. Originator/Telephone No.:
John Adams x4-5828

PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):

Authorized period of performance: 10/1/07 through 12/29/08

6. Revised TO:

Authorized period of performance: 10/1/07 through 6/30/09

Revised Total: \$45,540.00

APPROVAL

7. NASA Task Manager:

Eric James

8. Date:
12/17/08

9. COTR:

John Adams

10. Date:

12/17/08

11. Project Manager:

12. Date:

1/13/09

13. Contracting Officer:

Stan Army

14. Date:

03/03/09

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: VCP 10.4 (EX 10.4 Extension No. 2)

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Photo Supplemental Services

PURPOSE: Extend Performance Period From 9/30/08 to 6/30/09

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: June 30, 2009

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost	Current Total	Revised Total
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Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A
Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCA

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 3,676 \$ 41,864 \$ 45,540

This amount shall not be exceeded without prior approval of the Contracting Officer

1/12/09

the COLLABORATIVE

**Task Plan VCP 10.4 extension [EX 10.4]
Supplemental Photo Costs
January 1 – June 30, 2009, extension**

Task performance will be managed by the Planners Communications Group Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Supplemental expenses such as overtime for the on-site staff, extra labor and materials and equipment for photographic activities will be provided by this task. In such cases, a cost estimate will be supplied to the task requestor for this activity.

Since exact requirements cannot be predicted in advance, the task estimate is based on recent experience for photo supplemental services.

ODC (Other Direct Cost)

ODC	Expected Expense	Estimated Amount
Materials		B-4
Travel		
Training		
Other		
TOTAL this period		3,000

This task order is in the form of an ID/IQ delivery approach wherein specific requirements cannot be predicted in advance. Subcontracted work performed under this task may include a variety of outside services including outside photographic crews, photo processing, event support, etc. Work is authorized based on approved Service Requests. The SRs are reviewed to determine the necessary resources required to complete jobs. All SRs are approved in advance by the Task Requestor. No subcontract activity is currently projected. This task is subject to modification depending on the level of outside services that may arise.

CTO REVISION REQUEST

BUSINESS OPERATIONS AND TECHNICAL SERVICES

1. Contractor:
Planners Collaborative

2. Contractor Task Order to be Revised
VP 3.4 (formerly DTP 3.4)

3. Submittal Date:
Dec 18, 2008

4. Originator/Telephone No.:
John Adams x4-5828

PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):

Authorized period of performance: 10/1/07 through 12/29/08

6. Revised TO:

Authorized period of performance: 10/1/07 through 6/30/09

Revised Total: 414,270.00

APPROVAL

7. NASA Task Manager:

Lisa Lockyer

8. Date:
12/17/08

9. COTR:

John Adams

10. Date:
12/17/08

11. Project Manager:

[Signature]

12. Date:
1/13/09

13. Contracting Officer:

Stan Strang

14. Date:
03/10/09

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: VP 3.4 (DTP 3.4 Extension No. 2)

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: New Tech Reporting, Software Release & Admin Ops

PURPOSE: Extend Performance Period From 9/30/08 to 6/30/09

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: June 30, 2009

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost	Current Total	Revised Total
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Sr. Marketing Mgr.
Contracts/Agreements
Executive Asst.
Contracts & Agreements Coordinator

Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A
Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCA

B-4

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 133,722 \$ 280,548 \$ 414,270

This amount shall not be exceeded without prior approval of the Contracting Officer

Ch
1/12/09

the COLLABORATIVE

Task Plan VP 3.4 extension [DTP 3.4]

New Technology Reporting, Software Release, and Administrative Operations Support

January 1 – June 30, 2009, extension

Task performance will be managed by the Senior Marketing Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners will provide 2.5 FTE positions to support the full range of services for contracts/grants, software releases, new technology reporting programs, and front office administration. Contract staff will possess the skills and experience to perform all aspects of task requirements according to the performance requirement summary.

ODC (Other Direct Cost)

Cost estimates based on previous spending on this task plus consultation with the NASA Task Requester regarding expected requirements this period.

ODC	Expected Expense	Estimated Amount
Materials	Costs for hosting events, including Software Release Authority meeting at Ames	B-4
Travel	Space Act Agreement Maker User meeting at Langley	
Training	Export of Technology training	
Other	Graphics and other event support items	
TOTAL this period		8,000.00

PAGE 01/01

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DE 1.4 Revision No. 1 + 2

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: EEOP Office

PURPOSE: Add Position

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Task Management
IT Admin Asst.
EEO Diversity Assistant
(Effective 6/23/08)

Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed) —
G&A
Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

B-4

\$ 121,895

This amount shall not be exceeded without prior approval of the Contracting Officer

OK
8/1/08

THE COLLABORATIVE
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

PAGE 01/01

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DE 1.4 Revision No. 1 + 2

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: EEOP Office

PURPOSE: Add Position

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

Task Management
IT Admin Asst.
EEO Diversity Assistant
(Effective 6/23/08)

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed) ---
G&A
Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 121,895

This amount shall not be exceeded without prior approval of the Contracting Officer

OK
8/1/08

OFFICE OF DIVERSITY AND EQUAL OPPORTUNITY

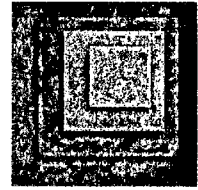
The contractor shall provide support to the Office of Diversity and Equal Opportunity (ODEO) by assisting in the implementation and monitoring of the EEOC Guidance, Management Directives 110 and 715, and 29 CFR 1614. The contractor shall provide workforce demographic data compilations (i.e. text, charts, graphs), develop and monitor trend data, and statistical analysis. The contractor shall be required to work with Center managers, advisory and special emphasis groups, the general work force, and NASA Headquarters personnel. The contractor shall perform, working closely with the Director of Office of Diversity and Equal Opportunity and staff, the following tasks:

EO and Diversity Assistant

Functions for the EO and Diversity Assistant include compiling, developing, maintaining, and monitoring workforce demographic data for end of year review and/or distribution to Center management, ODEO staff, and HQ-ODEO. The contractor will also provide support for training, meetings, events, and other ODEO projects as required. The contractor will respond to ODEO staff requests in an expeditious manner, with particular attention to ODEO, EEOC, ARC and HQ standards and requirements. The contractor will acquire knowledge of EEOC Guidance, Management Directives 110 and 715, 29 CFR 1614, NASA EO directives, and other statutory laws and regulations governing Equal Employment Opportunity.

In addition, shall perform the following:

- Support training, conferences, and special events sponsored by the ODEO
- Perform standard deviation and parity analysis of Ames workforce and compare to Civilian Labor Force
- Ensure all data information is produced in appropriate formats and submitted timely, and accurately.
- Provide analysis of workforce demographic statistical reports
- Assist with the EO counseling process
- Monitor Ames student representation
- Assist in composing and monitoring the ODEO Strategic Management Plan
- Obtain, coordinate, and disseminate information pertaining to EO and diversity issues
- Create, foster, and maintain good department and public relations with internal and external customers
- Perform other duties and responsibilities as requested by ODEO staff
- Participate in or provide cross training with other ODEO staff as needed
- Assist with developing and/or updating the colleges and universities list of minority and disabled student organizations, and other local and national ethnic specific community organizations
- Assist with diversity and EO research data related to NASA, Ames, local and national state



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 17, 2007

Ref: NNA04CA76C Task Order:

DE 1.4 EO Administrative Support

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,



Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DE 1.4

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: EEOP Office

SCHEDULE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Task Management
IT Admin Asst.

Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A
Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

B-4

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 92,876

This amount shall not be exceeded without prior approval of the Contracting Officer

Ch
9/27/07

NNA04CA76C

Task Order No.: DE 1.4

Task Requester: Adriana Cardenas

Date: September 4, 2007

COTR: Karen Moge

Date: 09/04/07

Contracting Officer: Marie E. Sarish

Date: 09/07/07

Task Requester Concurrence
of Contractor's Task Plan and
Contractor's Cost Estimate: AB

Date: 10/12/07

COTR Concurrence of
Contractor's Task Plan: Karen Moge

Date: 10/24/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: Marie E. Sarish

Date: 10/25/07

Distribution:
Contracting Officer (Original)
Contractor
COTR
Task Requester

Task Order No.: DE 1.4
Task Description for:

EO Systems Administrator

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

A. Period of Performance

The period of performance for this task is October 1, 2007 through September 30, 2008.

B. Description of Work

Background

The Office of Diversity & Equal Opportunity (ODEO) mission is to promote and advocate equal opportunities for underrepresented groups at Ames Research Center, and to increase access to Ames related, research and careers for all Americans. This is accomplished through career advancement, complaint resolution, and advocacy of Ames' support of minority Institutions of higher learning. The main focus of the ODEO is to develop and maintain a diverse workforce.

Description of Specific Tasks to be Performed

The contractor shall perform, working closely with the Director of Office of Diversity and Equal Opportunity and staff, to include the following tasks.

- 1.0 Administrative Computer Systems Administrator
Monitoring, operating and troubleshooting computers Macs/PC systems.
Set up & install required software to computer systems, scanners. Knowledge of PowerPoint, Microsoft word, Microsoft Excel. Ability to create and design Web pages. Knowledge of HTML, Homesite, Front Page, Dreamweaver, GoLive.
- 2.0 Perform administrative duties in support of the Office of Diversity and EO Special Emphasis Programs.
- 3.0 Provide support for conferences and special events sponsored by the Office of Diversity and Equal Opportunity in support of Diversity and Equal Opportunity.
- 4.0 Coordinates and administers the provision of supplies, equipment and services for the organization.
- 5.0 Makes arrangements for telephones, personal computers, movement of personnel equipment, repair and maintenance of building and facility equipment, imaging, printing and other services provide by Center organizations or contractors.

- 6.0 Will act as organizations' property custodian.
- 7.0 Will be point of contact for hardware and software requests.
- 8.0 Will be Safety coordinator.
- 9.0 Will operate office automation equipment to originate and maintain documents and data for various records and reports.
- 10.0 Will select and operate a variety of word processing and related computer software.
- 11.0 Will use database or spreadsheet software to enter, revise, or calculate, and retrieve data for reports; and will see graphics software to provide charts, and graphs.
- 12.0 Transmit and receive documents and messages through Center electronic information networks. Will serve as a coordinator for computer training of the clerical staff, and assist other new personnel in the organization by familiarizing them with the hardware and software available.
- 13.0 Will obtain services for the repair/or replacement of computer equipment.
- 14.0 Will organize and maintain files for office

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 a.m. and 9:00 a.m. and ending between 3:00 p.m. and 5:30 p.m.

D. Government Furnished Equipment

Listing of government furnished equipment is referenced in Section J.1 Attachment A3 to NASA 2-98081 dated August 28, 1999.

E. Performance Requirements Summary(see attached)

EO Systems Administrator

Planners' subcontractor, MEI Technologies, Inc., will provide on full-time position with a person proficient in information technology skills as well as general administrative support skills.

The employee will be computer proficient in systems administration, database support and web maintenance. The employee will be able to provide basic computer training for clerical staff and assist other new personnel in the organization by familiarizing them with the hardware and software available.

The employee will balance the information technology needs of the office with administrative support for educational events sponsored by the ODEO program.

Continuous advance preparation and awareness of ODEO needs will enable performance through periods of employee absences. Up-to-date desk guides will provide for efficient back-up capabilities.

Additional project needs that may arise will be met with existing staff through reassessment of priorities.

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<ul style="list-style-type: none">• Network Administration, Information Systems, and Equipment Planning	Plan, develop, maintain, coordinate, and report on ADP Information systems and equipment.	Minimum of 2 reports per year	COTR Review of progress, products, and results in terms of Task Order requirements.
<ul style="list-style-type: none">• Property Management	Plan, develop, maintain, track, and report miscellaneous assigned property.	Minimum of 1 report per year	COTR Review of progress, products, and results in terms of Task Order requirements.



PLANNERS COLLABORATIVE

Task Plan DE 1.4

EO Systems Administrator

Task performance will be managed by Planners HR/EO Support Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

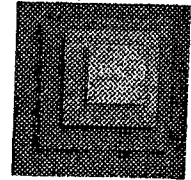
Planners Collaborative will provide one full-time position with a person proficient in information technology skills as well as general administrative support skills.

The employee will be computer proficient in systems administration, database support and web maintenance. The employee will be able to provide basic computer training for clerical staff and assist other new personnel in the organization by familiarizing them with the hardware and software available.

The employee will balance the information technology needs of the office with administrative support for educational events sponsored by the Equal Opportunity (EO) programs.

Continuous advanced preparation and awareness of EO needs will enable performance through periods of employee absences. Up-to-date desk guides will provide for efficient back-up capabilities.

Additional project needs that may arise will be met with existing staff through reassessment of priorities.



PLANNERS COLLABORATIVE

MEMORANDUM


To: Karen Moze, COTR
Date: October 17, 2007

Ref: NNA04CA76C Task Order:

DL 1.4 Technical and Administrative Support for the Office of Chief Counsel

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

NNA04CA76C

Task Order No.: DL-1.4

Task Requester: Thomas Berndt

Date: 10/10/2007

COTR: Karen Moge

Date: 10/10/2007

Contracting Officer: Marie E. Darish

Date: 10/12/07

Task Requester Concurrence
of Contract, Task Plan and
Contractor's Cost Estimate:

[Signature]

Date: 11/15/07

COTR Concurrence of
Contractor's Task Plan:

Karen Moge

Date: 11/20/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative:

[Signature]

Date: 10/17/07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/01/2007

Completion Date: 09/30/2007

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below..

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official:

Marie E. Darish

Date: 11/21/07

Distribution:

Contracting Officer (Original)

Contractor

COTR

Task Requester

**SIGN
HERE**

Task Order No.: DL-1.4

Task Description for:

Technical and Administrative Support for the Office of Chief Counsel

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

A. Period of Performance

The period of performance for this task will be from **October 1, 2007** through **September 30, 2008**, unless specifically identified otherwise in the task.

B. Description of Work

Provide technical and administrative support to the Office of the Chief Counsel as specified in NNA04CA76C, Section J, Attachment A1, "Statement of Work."

The primary responsibility of the Contractor is to perform a variety of technical and administrative support tasks for the Office of the Chief Counsel (Code DL), which provides legal advice and services to all organizational components of Ames Research Center.

Support shall include, but not be limited to:

- (1) Support of the law library, which contains numerous volumes, subscriptions and loose-leaf services requiring frequent updating. The contractor shall track, update, and maintain the law library collection. The contractor shall initiate and track library acquisitions (NASA pays for all library materials). The contractor shall keep all legal reference materials current. The contractor shall also keep abreast of new legal information technologies, including Internet, Intranet, and CD-ROM.
- (2) Support of the legal research needs of NASA attorneys. In concert with NASA attorneys, the contractor shall provide basic legal research services, including searches using legal reference databases (such as LEXIS and Westlaw) and/or provide routine assistance.
- (3) Providing general administrative support as necessary (such as word processing, filing photocopying, etc.)

All attorneys and administrative support personnel use both Apple and PC computers for case tracking, legal research (Lexis and Westlaw), legal forms generation, and word processing.

The Contractor shall ensure compliance with Government policies and procedures as specified in the Statement of Work. The Contractor shall follow all applicable NASA Policy Guidance and Directives.

It is estimated that the total contract support required will not exceed 0.5 FTE.

C. Hours of Work

The standard work day is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 a.m. and 9:00 a.m. and ending between 3:00 p.m. and 5:30 p.m.

D. Government Furnished Equipment

<u>ODIN Decal No.</u>	<u>Equipment Description</u>
000648410	PC Tower
000731779	Display Unit

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<ul style="list-style-type: none"> • Track, update, and maintain the law library collection. • Initiate, track, and follow-through on library purchases and loans. • Keep all legal reference materials current. • Keep abreast of new legal information technologies including the World Wide Web, CD-ROM, and intranets 	<p>Library should be maintained in a professional manner and in accordance with generally accepted legal standards. Appropriate NASA personnel should be notified when purchases or loans are required, and the proper NASA procedures shall be followed. Legal reference materials shall be updated in an expeditious manner, usually NTE 30 days from time of receipt of updated materials.</p>	<p>Continuous monitoring of legal information and update materials.</p> <p>Law library contains approximately 10,000 volumes, including approximately 100 subscriptions and loose-leaf services.</p>	<p>Review by Office of Chief Counsel management and attorneys.</p>
<ul style="list-style-type: none"> • The contractor shall, in concert with NASA attorneys, provide basic legal research services, including retrieval of information and/or searches using electronic legal reference databases (such as LEXIS and Westlaw). 	<p>Legal research should be performed in a professional manner and in accordance with generally accepted legal standards. New and cost effective means of performing research should be used when appropriate.</p>	<p>Respond to requests for legal research or assistance as needed.</p>	<p>Review by Office of Chief Counsel management and attorneys.</p>
<ul style="list-style-type: none"> • The contractor shall provide general 	<p>Timely and accurate administrative support.</p>	<p>Respond to requests for administrative support as needed.</p>	<p>Review by Office of Chief Counsel management and attorneys.</p>

Performance Requirements Summary

administrative support as
necessary (such as filing
photocopying, etc.)



PLANNERS COLLABORATIVE

Task Plan DL 1.4

Technical and Administrative Support for the Office of Chief Counsel

Task performance will be managed by the Planners Library and Information Resources Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners Collaborative will provide one half-time [.5 FTE] Law Librarian with a Masters Degree in Library and Information Sciences and law library experience to perform all task requirements in accordance with the performance requirements summary.

Planners will provide back-up capability as follows:

Members of the Technical and Life Sciences Library staff will provide online searching, collection maintenance and document delivery.

The Law Librarian will keep current all law library materials which require tracking and updating. All new acquisitions will be tracked after initiating purchase. The Law Librarian will keep informed of new legal information technologies including the use of the Internet, Intranet and CD-ROM.

Support will include providing basic legal research services using legal reference databases and, on a needs basis, some general administrative support.

The Law Librarian will ensure compliance with Government policies, procedures and Directives as specified in the SOW.

The Law Librarian may attend the annual American Association of Law Librarians conference or another conference, such as the Internet Librarian, depending on funding availability and approval from the NASA Task Requester. Participation in professional conferences allows the Law Librarian to stay current with best industry practices with a direct benefit to the Legal Office (increased knowledge and awareness of relevant resources, cost effective methods of access and updated training).

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DTD 1.4 Revision No. 1

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: NASA Research Park Development

SCHEDULE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Communications Mgr.
Admin. Asst.

B-4

Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A

OTHER DIRECT COSTS

Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)

Lease Harbor

G&A

Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

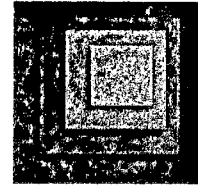
ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 64,782

This amount shall not be exceeded without prior approval of the Contracting Officer

OK
10/30/07



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 14, 2007

Ref: NNA04CA76C Task Order:

DTD 1.4 NASA Research Park Development

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DTD 1.4

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: **NASA Research Park Development**

SCHEDULE:

Estimated Beginning Date: **October 1, 2007**

Estimated Completion Date: **September 30, 2008**

Labor Category:

Communications Mgr.
Project Liaison

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
---------------	----------------------	----------------------	----------------------

B-4

Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A

Lease Harbor

Flow-through Items

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 88,729

This amount shall not be exceeded without prior approval of the Contracting Officer

NNA04CA76C

Task Order No.: DTD 1.4

Task Requester: Dani Thompson

Date: 09/04/07

COTR: Karen Moze

Date: 09/04/07

Contracting Officer: Marie E. Dorish

Date: 9/7/07

Task Requester Concurrence
of Contractor's Task Plan and
Contractor's Cost Estimate: Karen Thompson

Date: 10/23/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 9/24/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-17-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: Marie E. Dorish

Date: 10/29/07

Distribution:
Contracting Officer (Original)
Contractor
COTR
Task Requester

Task Order No.: DTD 1.4
Task Description for:

NASA Research Park (NRP) Development

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

A. Period of Performance

The period of performance for this task is October 1, 2007 through September 30, 2008

B. Description of Work

The contractor shall provide services for Moffett development involving efforts to explore, advocate and implement partnership projects between NASA, industry, nonprofits, academia and the State of California to enhance NASA Ames' technical mission and improve the cost effectiveness of Moffett operations. This development effort includes the planning and development of the NASA Research Park. The NASA Research Park development will transform the original 500-acre campus of NASA Ames Research Center and the 1,500 acres of the former Naval Air Station Moffett Field into an integrated, dynamic research and education community with shared goals in support of NASA's mission.

The contractor shall perform, working closely with the NRP Branch (Code DTD), Technology Partnerships Branch (Code DTP) and Partnerships Office (Code DT), the following tasks in pursuit of the economic development of Ames Research Center, including the establishment of NRP.

Research and identify the economic development potential for full utilization of the former Moffett Field assets and recommend enhancements for organization, management and development of the assets to the maximum support of the NASA Ames mission. Provide support for the EUL's after they have been received from the Tech Partnerships branch by way of the Legal Office. This support includes scanning final EUL's into PDF's files for emailing to Partner's and Account Managers and will do the posting into Lease Harbor. Will also submit the executed lease to Security for purposes of badging new tenants

Participate in meetings with current Partner's and help coordinate joint activities including outreach planning, scheduling of Moffett Park facilities, NRP Technology Showcase and other relevant aspects of the NRP marketing and Partner goodwill.

Support continued marketing of current facilities, suggest revisions and enhancements as needed to input new data into the NRP web site, printed graphics materials and video products. Good design principles will be applied and valuable information will be provided to the viewers to help potential partners and developers see the value of being located in the NRP.

Provide special studies and analyses to support development efforts to conduct leasing and other business transactions to support the mission of Ames. These may include financial reports on transactions in the NRP, identification of partner prospects and marketing partnership opportunities, an updated market test, and financial feasibility studies.

Provide support for administrative tasks including: reports, meeting notes (recording and distributing) and other related activities that may come up. Interface and communicate effectively with internal and external customers (NASA customers, co-workers, outside vendors).

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 a.m. and 9:00 a.m. and ending between 3:00 p.m. and 5:30 p.m.

D. Government Furnished Equipment

Desktop Computer, Monitor, Scanner, B&W printer

E. Performance Requirements Summary (see attached)



PLANNERS COLLABORATIVE

Task Plan DTD 1.4

NASA Research Park (NRP) Partnership and Development

Task performance will be managed by the Planners Communications Group Manager, who will be the primary interface regarding task performance with the NASA Task Requester. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners Collaborative will provide 1 FTE with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

Project Liaison

All work in the NRP as described by the Task Order and meets the requirements of the Performance Requirement Summary will be performed to include administrative support, project liaison for partners in the NRP, outreach planning, event coordination and logistics, research and identify economic development, and all other duties as assigned or added to by the task manager or the current task. Support will be provided, as needed, for the entire Code DT with main responsibilities in DTD.

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<p>Describe services:</p> <p>Organizing office information and marketing. Help facilitate NRP office and Centerwide communications to all NRP tenants. Coordinate meetings and events, executive & administrative support including Partner Meetings, Technology Showcase and other marketing services as needed.</p>	<p>Performance standards include the following:</p> <ul style="list-style-type: none">• Accuracy of work• Timeliness• Customer satisfaction• Resource management	<p>Amount of work required for the task order performance period:</p> <p>Daily on-going effort.</p>	<p>Contractor performance will be measure by:</p> <p>Task Manager Review</p> <p>Review by NRP customer's and office staff</p> <p>Planner's Monthly Report</p>

CTO REVISION REQUEST

Business Operations and Technical Services (BOATS)		1. Contractor: NNA04CA76C	8. Contractor Task Order to be Revised DTD 1.4
3. Submittal Date: 10/23/2007		4. Originator/Telephone No.: K. Dani Thompson #4-5979	

PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):

1. Project Liaison position in Code DTD

Due to FY'08 budget cuts we can no longer staff the position with a higher skilled person

6. Revised TO:

1. Administrator Staff Position in Code DTD

Front Office Duties:

Standard office duties like answering the 2 office phone lines, organizing of office supplies, sort the incoming mail, and the monthly updates the office staff leave calendar. Take meeting notes at staff meetings and help with copying and collating presentation materials for the Division Chief. Plus other duties as assigned.

NRP Partner Duties:

Help answer the Partner's questions or directing them to an account manager, monthly updates of the Partner list. Email announcements and event happenings to Partners. Coordinate with the Legal office staff person on new EUL documents for Code DTD and scan them into the Lease Harbor web site. Keep track of the NRP mailbox keys and take reservations for the Parade Grounds. Plan and execute the services for the 2 yearly Partner meetings and for other events like: the Technology Showcase, summer picnic, ice cream social & holiday party. Plus other duties as assigned

APPROVAL

7. NASA Task Manager: K. Dani Thompson	Date: 10/23/07	9. COTR: <i>K. Thompson</i>	10. Date: 10/29/07
11. Other Signature (Check if Required) <i>[Signature]</i>	12. Date: 10/30/07	13. Other Signature (Check if Required) <i>Mare E. Davis</i>	14. Date: 11/2/07

Revised cost estimate attached

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DTD 1.4 Revision No. 1

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: NASA Research Park Development

SCHEDULE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
---------------	----------------------	----------------------	----------------------

Communications Mgr.
Admin. Asst.

B-4

Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A
Flow-through Items

Lease Harbor

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION

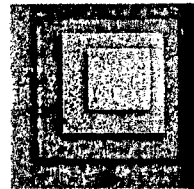
ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 64,782

This amount shall not be exceeded without prior approval of the Contracting Officer

OK
10/30/07

**COPY FOR YOUR
INFORMATION**



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 14, 2007

Ref: NNA04CA76C Task Order:

DTD 1.4 NASA Research Park Development

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000**

**TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)**

Task Order No.: DTD 1.4

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: NASA Research Park Development

SCHEDULE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
---------------	----------------------	----------------------	----------------------

Communications Mgr.
Project Liaison

B-4

Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A

Lease Harbor

Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 86,729

This amount shall not be exceeded without prior approval of the Contracting Officer

NNA04CA76C

Task Order No.: DTD 1.4

Task Requester: Dani Thompson

Date: 09/04/07

COTR: Karen Moze

Date: 09/04/07

Contracting Officer: Marie E. Dorish

Date: 9/7/07

Task Requester Concurrence
of Contractor's Task Plan and
Contractor's Cost Estimate: Karen Thompson

Date: 10/23/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 9/24/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-17-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: Marie E. Dorish

Date: 10/29/07

Distribution:
Contracting Officer (Original)
Contractor
COTR
Task Requester

Task Order No.: DTD 1.4

Task Description for:

NASA Research Park (NRP) Development

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

A. Period of Performance

The period of performance for this task is October 1, 2007 through September 30, 2008

B. Description of Work

The contractor shall provide services for Moffett development involving efforts to explore, advocate and implement partnership projects between NASA, industry, nonprofits, academia and the State of California to enhance NASA Ames' technical mission and improve the cost effectiveness of Moffett operations. This development effort includes the planning and development of the NASA Research Park. The NASA Research Park development will transform the original 500-acre campus of NASA Ames Research Center and the 1,500 acres of the former Naval Air Station Moffett Field into an integrated, dynamic research and education community with shared goals in support of NASA's mission.

The contractor shall perform, working closely with the NRP Branch (Code DTD), Technology Partnerships Branch (Code DTP) and Partnerships Office (Code DT), the following tasks in pursuit of the economic development of Ames Research Center, including the establishment of NRP.

Research and identify the economic development potential for full utilization of the former Moffett Field assets and recommend enhancements for organization, management and development of the assets to the maximum support of the NASA Ames mission. Provide support for the EUL's after they have been received from the Tech Partnerships branch by way of the Legal Office. This support includes scanning final EUL's into PDF's files for emailing to Partner's and Account Managers and will do the posting into Lease Harbor. Will also submit the executed lease to Security for purposes of badging new tenants

Participate in meetings with current Partner's and help coordinate joint activities including outreach planning, scheduling of Moffett Park facilities, NRP Technology Showcase and other relevant aspects of the NRP marketing and Partner goodwill.

Support continued marketing of current facilities, suggest revisions and enhancements as needed to input new data into the NRP web site, printed graphics materials and video products. Good design principles will be applied and valuable information will be provided to the viewers to help potential partners and developers see the value of being located in the NRP.

Provide special studies and analyses to support development efforts to conduct leasing and other business transactions to support the mission of Ames. These may include financial reports on transactions in the NRP, identification of partner prospects and marketing partnership opportunities, an updated market test, and financial feasibility studies.

Provide support for administrative tasks including: reports, meeting notes (recording and distributing) and other related activities that may come up. Interface and communicate effectively with internal and external customers (NASA customers, co-workers, outside vendors).

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 a.m. and 9:00 a.m. and ending between 3:00 p.m. and 5:30 p.m.

D. Government Furnished Equipment

Desktop Computer, Monitor, Scanner, B&W printer

E. Performance Requirements Summary (see attached)



PLANNERS COLLABORATIVE

Task Plan DTD 1.4

NASA Research Park (NRP) Partnership and Development

Task performance will be managed by the Planners Communications Group Manager, who will be the primary interface regarding task performance with the NASA Task Requester. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

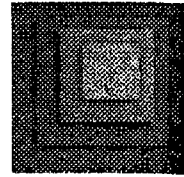
Planners Collaborative will provide 1 FTE with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

Project Liaison

All work in the NRP as described by the Task Order and meets the requirements of the Performance Requirement Summary will be performed to include administrative support, project liaison for partners in the NRP, outreach planning, event coordination and logistics, research and identify economic development, and all other duties as assigned or added to by the task manager or the current task. Support will be provided, as needed, for the entire Code DT with main responsibilities in DTD.

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<p>Describe services:</p> <p>Organizing office information and marketing. Help facilitate NRP office and Centerwide communications to all NRP tenants. Coordinate meetings and events, executive & administrative support including Partner Meetings, Technology Showcase and other marketing services as needed.</p>	<p>Performance standards include the following:</p> <ul style="list-style-type: none">• Accuracy of work• Timeliness• Customer satisfaction• Resource management	<p>Amount of work required for the task order performance period:</p> <p>Daily on-going effort.</p>	<p>Contractor performance will be measure by:</p> <p>Task Manager Review</p> <p>Review by NRP customer's and office staff</p> <p>Planner's Monthly Report</p>



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR


Date: June 27, 2008

Ref: NNA04CA76C Task Order:

DTP5.4 Energy Sustainability and Marketing Support

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period ~~May 28, 2008~~ – September 30, 2008.

09/11/08
Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DTP 5.4

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Energy Sustainability and Marketing Support

PURPOSE:

Estimated Beginning Date: May 28, 2008

Estimated Completion Date: September 30, 2008

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
---------------	----------------------	----------------------	----------------------

Contracts/Agreements

Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A
Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

B-4

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 47,754

This amount shall not be exceeded without prior approval of the Contracting Officer

CM
6/26/08

NNA04CA76C

Task Order No.: DTP 5.4

Task Requester: Lisa L. Lockyer

Date: 5/28/2008

COTR: Karen Iloze

Date: 5/28/08

Contracting Officer: Ranee G. [Signature]

Date: 6/16/08

Task Requester Concurrence
of Contractor's Task Plan and
Contractor's Cost Estimate: in reply

Date: 8/14/08

COTR Concurrence of
Contractor's Task Plan: Karen Iloze

Date: 9/5/08

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 6-27-08

AUTHORIZATION:

Authorized period of performance:

Beginning Date: ~~May 28, 2008~~ 09/11/08

Completion Date: September 30, 2008

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 09/11/08

Distribution:
Contracting Officer (Original)
Contractor
COTR
Task Requester

Task Order No.: DTP 5.4
Task Description for:
Energy Sustainability Partnering and Marketing Support

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

A. Period of Performance

The period of performance for this task will be from May 28th 2008 to September 30, 2008 unless specifically identified otherwise in this task.

B. Description of Work

Providing services to the Entrepreneurial Initiatives Division (Code VP) in business development and project management efforts related to energy sustainability and energy sustainable systems. The work includes:

- Pursuit and establishment of partnerships with NASA and multiple professional organizations, universities, and industry.
- Technical writing, editing, research and project management support for energy sustainability and energy sustainable systems at NASA. This includes collaboration with scientists and stakeholders both inside and outside of NASA in those areas.
- Support for NASA staff with logistics, organization, coordination and as-needed management of energy sustainability projects at NASA, which may involve coordinating large-scale events/seminars/meetings and associated logistics.
- Entering partnership deals (as appropriate) into the NTTS (TechTracS) system. Maintaining confidentiality of sensitive and proprietary information.
- Support for Code VP activities such as success stories, partnership metrics, presentations, white papers, and reports when requested.
- Assist in the creation and development of marketing collateral for energy sustainability technology such as brochures, flyers, technology opportunity/needs sheets, and presentations ensuring the appropriate edits are coordinated with the marketing lead and Code VP management.

C. Hours of Work

The standard workday is eight hours, Monday through Friday, 9:00 a.m. – 5:00 p.m. with any required operational adjustments for special events or workshops. Specific duty times and days are flexible based on the operational needs of each program.

D. Government Furnished Equipment

A listing of government-furnished equipment is provided in Part III, Section J.1, Attachment A3, "Government Furnished Equipment."

E. Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Work closely with the government to pursue, develop and establish mutually beneficial partnerships between NASA and external professional organizations, universities, and industries.	Meets all administrative and technical requirements including NASA and Ames policies, NASA Ames mission priorities, and partnerships development priorities	On-going effort	Weekly and monthly reporting
Provide organizational, logistical, and administrative assistance to specified projects, including (but not limited to) meeting coordination; document handling/management; note taking; schedule tracking/oversight; and as-needed project management duties.	Meets all administrative and technical requirements including NASA and Ames policies, NASA Ames mission priorities, and partnerships development priorities	On-going effort	Weekly and monthly reporting
Provide editorial functions, writing expertise, and content management, organization, and coordination to project-related documents.	Meets all quality requirements including scientific and grammatical accuracy	On-going effort	Weekly and monthly reporting
Attend all appropriate meetings with NASA and other partners; perform note taking, as well as contribute as a direct participant. Contact and/or meet with current and potential stakeholders or partners to continue or foster new collaborations.	Meets all quality requirements including scientific and grammatical accuracy.	On-going effort	Weekly and monthly reporting
Attend conferences, external meetings, seminars and other events as a representative of specified projects, as required.	Meets all quality requirements including scientific and grammatical accuracy.	On-going effort	Reviewed by customer
Create accurate and complete records in NTTS upon receipt of newly executed Space Act Agreement	Data entry within 5 working days	On-going effort	Reviewed by customer

Task Plan DTP 5.4

Energy Sustainability Partnering and marketing Support

Task performance will be managed by the Senior Marketing Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

For this task Planners will provide approximately one position to support a full range of partnership services in support of the Entrepreneurial Initiatives Division. The team member will work individually and work with the manager to cover the varied support aspects. However, other members of the Planners team will provide contracting, marketing outreach, and administrative support.

The Senior Marketing Manager will have at a minimum a masters degree in engineering or science and a masters in business administration with ten years of technology and business experience. This individual will focus on supporting technology partnering efforts. This individual will have capabilities in technology marketing and experience in developing partnerships.

The Technology Partnership Specialist will have at a minimum a bachelors degree in Business Administration, Science, Engineering, or relevant academic field, or relevant experience in field. This individual will have marketing outreach experience and who has capabilities in events coordination and partnership activities. This individual will also be capable of coordinating the pursuit and establishment of partnerships with NASA and multiple professional organizations, universities, and industry. This individual will perform technical writing, editing, research and project management support for energy sustainability and energy sustainable systems at NASA. This includes collaboration with scientists and stakeholders both inside and outside of NASA in those areas.

The entire team will work together cooperatively to support one another as needed. Items called out in the Task Order will be divided among team members and responsibility will be assigned to each person to ensure one clear point of contact.

Continuous advanced preparation and awareness of Entrepreneurial Initiatives Division needs will enable performance through periods of employee absences. Cross-training within each part of the team and across all tasks supporting this organization will enable back-up support as needed. Up-to-date desk guides will provide for efficient back-up capabilities.

Additional project needs of short duration that may arise will be met with existing staff through reassessment of priorities.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DTP 5.4

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Energy Sustainability and Marketing Support

PURPOSE:

Estimated Beginning Date: May 28, 2008

Estimated Completion Date: September 30, 2008

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
---------------	----------------------	----------------------	----------------------

Contracts/Agreements

Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A
Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 47,754

This amount shall not be exceeded without prior approval of the Contracting Officer

B-4

CA
6/26/08

NNA04CA76C

Task Order No.: DTP 5.4

Task Requester: Lisa L. Lockyer

Date: 5/28/2008

COTR: Karen Close

Date: 5/28/08

Contracting Officer: Ronnie G. [Signature]

Date: 6/16/08

Task Requester Concurrence
of Contractor's Task Plan and
Contractor's Cost Estimate: [Signature]

Date: 8/14/08

COTR Concurrence of
Contractor's Task Plan: Karen Close

Date: 9/5/08

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 6.27.08

AUTHORIZATION:

Authorized period of performance:

Beginning Date: ~~May 28, 2008~~ 05/11/08

Completion Date: September 30, 2008

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 09/14/08

Distribution:
Contracting Officer (Original)
Contractor
COTR
Task Requester

Task Order No.: DTP 5.4
Task Description for:
Energy Sustainability Partnering and Marketing Support

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

A. Period of Performance

The period of performance for this task will be from May 28th 2008 to September 30, 2008 unless specifically identified otherwise in this task.

B. Description of Work

Providing services to the Entrepreneurial Initiatives Division (Code VP) in business development and project management efforts related to energy sustainability and energy sustainable systems. The work includes:

- Pursuit and establishment of partnerships with NASA and multiple professional organizations, universities, and industry.
- Technical writing, editing, research and project management support for energy sustainability and energy sustainable systems at NASA. This includes collaboration with scientists and stakeholders both inside and outside of NASA in those areas.
- Support for NASA staff with logistics, organization, coordination and as-needed management of energy sustainability projects at NASA, which may involve coordinating large-scale events/seminars/meetings and associated logistics.
- Entering partnership deals (as appropriate) into the NTTS (TechTracS) system. Maintaining confidentiality of sensitive and proprietary information.
- Support for Code VP activities such as success stories, partnership metrics, presentations, white papers, and reports when requested.
- Assist in the creation and development of marketing collateral for energy sustainability technology such as brochures, flyers, technology opportunity/needs sheets, and presentations ensuring the appropriate edits are coordinated with the marketing lead and Code VP management.

C. Hours of Work

The standard workday is eight hours, Monday through Friday, 9:00 a.m. – 5:00 p.m. with any required operational adjustments for special events or workshops. Specific duty times and days are flexible based on the operational needs of each program.

D. Government Furnished Equipment

A listing of government-furnished equipment is provided in Part III, Section J.1, Attachment A3, "Government Furnished Equipment."

E. Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Work closely with the government to pursue, develop and establish mutually beneficial partnerships between NASA and external professional organizations, universities, and industries.	Meets all administrative and technical requirements including NASA and Ames policies, NASA Ames mission priorities, and partnerships development priorities	On-going effort	Weekly and monthly reporting
Provide organizational, logistical, and administrative assistance to specified projects, including (but not limited to) meeting coordination; document handling/management; note taking; schedule tracking/oversight; and as-needed project management duties.	Meets all administrative and technical requirements including NASA and Ames policies, NASA Ames mission priorities, and partnerships development priorities	On-going effort	Weekly and monthly reporting
Provide editorial functions, writing expertise, and content management, organization, and coordination to project-related documents.	Meets all quality requirements including scientific and grammatical accuracy	On-going effort	Weekly and monthly reporting
Attend all appropriate meetings with NASA and other partners; perform note taking, as well as contribute as a direct participant. Contact and/or meet with current and potential stakeholders or partners to continue or foster new collaborations.	Meets all quality requirements including scientific and grammatical accuracy.	On-going effort	Weekly and monthly reporting
Attend conferences, external meetings, seminars and other events as a representative of specified projects, as required.	Meets all quality requirements including scientific and grammatical accuracy.	On-going effort	Reviewed by customer
Create accurate and complete records in NTTS upon receipt of newly executed Space Act Agreement	Data entry within 5 working days	On-going effort	Reviewed by customer

Task Plan DTP 5.4

Energy Sustainability Partnering and marketing Support

Task performance will be managed by the Senior Marketing Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

For this task Planners will provide approximately one position to support a full range of partnership services in support of the Entrepreneurial Initiatives Division. The team member will work individually and work with the manager to cover the varied support aspects. However, other members of the Planners team will provide contracting, marketing outreach, and administrative support.

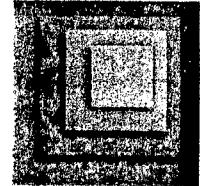
The Senior Marketing Manager will have at a minimum a masters degree in engineering or science and a masters in business administration with ten years of technology and business experience. This individual will focus on supporting technology partnering efforts. This individual will have capabilities in technology marketing and experience in developing partnerships.

The Technology Partnership Specialist will have at a minimum a bachelors degree in Business Administration, Science, Engineering, or relevant academic field, or relevant experience in field. This individual will have marketing outreach experience and who has capabilities in events coordination and partnership activities. This individual will also be capable of coordinating the pursuit and establishment of partnerships with NASA and multiple professional organizations, universities, and industry. This individual will perform technical writing, editing, research and project management support for energy sustainability and energy sustainable systems at NASA. This includes collaboration with scientists and stakeholders both inside and outside of NASA in those areas.

The entire team will work together cooperatively to support one another as needed. Items called out in the Task Order will be divided among team members and responsibility will be assigned to each person to ensure one clear point of contact.

Continuous advanced preparation and awareness of Entrepreneurial Initiatives Division needs will enable performance through periods of employee absences. Cross-training within each part of the team and across all tasks supporting this organization will enable back-up support as needed. Up-to-date desk guides will provide for efficient back-up capabilities.

Additional project needs of short duration that may arise will be met with existing staff through reassessment of priorities.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

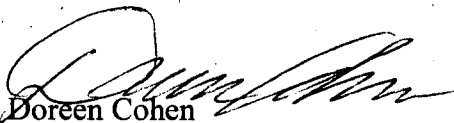
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

E 2.4 Code E IT Security

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,



Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No. E 2.4

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Code E IT Security

SCHEDULE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Task Management

Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A
Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 154,508

This amount shall not be exceeded without prior approval of the Contracting Officer

CW
9/27/07

NNA04CA76C

Task Order No.: E 2.4

Task Requester: Mark J. León (alternate Katsutoshi C. Ishisoko) _____

Date: 09/04/07

COTR: Karen Moze

Date: 09/04/07

Contracting Officer: Marie E. Dorish

Date: 09/04/07 9/7/07

Task Requester Concurrence
of Contractor's Task Plan and
Contractor's Cost Estimate: _____

Date: 10/30/07

COTR Concurrence of
Contractor's Task Plan: _____

Date: 10/30/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: _____

Date: 9/27/07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: Marie E. Dorish

Date: 12/7/07

Distribution:

Contracting Officer (Original)

Contractor

COTR

Task Requester

NNA04CA76C

Task Order No.: E 2.4

Task Requester: Mark J. León (alternate Katsutoshi C. Ishisoko) _____

Date: 09/04/07

COTR: Karen Moze

Date: 09/04/07

Contracting Officer: Marie E. Sarish

Date: ~~09/04/07~~ 9/7/07

Task Requester Concurrence
of Contractor's Task Plan and
Contractor's Cost Estimate:

Mark J. León

Date: 10/30/07

COTR Concurrence of
Contractor's Task Plan:

Karen Ologg

Date: 10/30/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative:

[Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: SEE PAGE ATTACHED

Date: _____

Distribution:
Contracting Officer (Original)
Contractor
COTR
Task Requester

Task Order No.: E 2.4

Task Description for:

Code E IT Security

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

A. Period of Performance

01 October 2007 – 30 September 2008

B. Description of Work

System Administrators (SA) will provide IT security and system support for the Strategic Communications and Development Directorate (ARC Code E), consisting of Governmental and External Affairs (Code EG), Public Affairs (Code EX), Education Division (Code EN), and Special Projects Office (Code ES).

1. Ongoing maintenance of the Code E Systems IT Security plan.
2. Implementation and ongoing administration of the Code E Systems central log monitoring server, and associated interface, to satisfy POAM requirement in Code E Systems IT Security plan. The central log monitor will include all systems in Code E.
3. Backup administration for all systems in Code E, excluding those systems identified in Element 3: World Wind Systems.
4. Periodic security scanning of all systems in Code E, with reporting to the acting CSO/ISSO.
5. Monitoring of security vulnerabilities and reporting to Code E System Administrators of new threats to systems.
6. Quarterly reporting to CSO/ISSO on Patchlink status for Code E Systems.
7. General escalation support for all Administrators in Code E as necessary.

C. Hours of Work

The standard workday is eight hours, Monday through Friday, 8:00 a.m. – 4:30 p.m. Specific duty times and days are flexible based on the IT security and System Administration needs. 0.5 WYE is requested. WYEs are able to work almost entirely off-site.

0.25 WYE – Senior System Administrator (Off-site)

0.25 WYE – System Administrator (Off-site)

D. Government Furnished Equipment

SAs will utilize existing ODIN and NASA assets. Additional computing system requirements will be reviewed on an individual basis.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
1. Ongoing maintenance of the Code E Systems IT Security plan.	Indicators of successful performance include: * Accuracy * Timeliness	This is two quarter-time positions, equivalent to 0.5 WYE.	Monthly Report to the CSO or designate
2. Implementation and ongoing administration of the Code E Systems central log monitoring server, and associated interface, to satisfy POAM requirement in Code E Systems IT Security plan. The central log monitor will include all systems in Code E.	* Resource management * Resourcefulness * Innovation		
3. Backup administration for all systems in Code E, excluding those systems identified in Element 3: World Wind Systems.			
4. Periodic security scanning of all systems in Code E, with reporting to the acting CSO/ISSO.			
5. Monitoring of security vulnerabilities and reporting to Code E System Administrators of new threats to systems.			

Performance Requirements Summary

6. Quarterly reporting to
CSO/ISSO on Patchlink status
for Code E Systems.

7. General escalation support
for all Administrators in Code
E as necessary.



PLANNERS COLLABORATIVE

Task Plan E 2.4

Code E IT Security

Task performance will be managed by the Education Group Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners Collaborative will provide resources with the appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

Task Order E 2.4 was written to include Codes EX and EG as well as EN and ES. However, the "Description of Work" section of the Task Order did not include required activities to support EX and EG. They are the following:

- General desktop support in EX and EG. (JF, JB)
- Direct support for Immersive Theater systems in EG. (JF)
- Direct server support for various servers in EX. (JF, JB)
- Website support and development across code E. (JF)
- Programming support and development across code E. (JF)

Support for these additional services is reflected in the Labor Category.

Planners' staff understands the critical aspect of meeting the Robotic Alliance Project's milestones and will base all their activities on the relevance they have to the accomplishment of these milestones.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EG 2.4

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Congressional/Legislative Specialist

PURPOSE:

Estimated Beginning Date:

September 1, 2008

Estimated Completion Date:

December 29, 2008

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Comm. Group Mgr.

Total Direct Labor
Overhead

* Subcontract Labor Services
* Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOC.

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 74,710

This amount shall not be exceeded without prior approval of the Contracting Officer

CM
9/4/08

NNA04CA76C

Task Order No.:

Task Requester: James Alwyn

Date: July 11, 2008

COTR: Karen Moze

Date: _____

Contracting Officer: _____

Date: _____

Task Requester Concurrence
of Contractor's Task Plan and
Contractor's Cost Estimate:

Kellogg

Date: 9/10/08

COTR Concurrence of
Contractor's Task Plan:

[Signature]

Date: 9/10/08

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative:

[Signature]

Date: 9-2-08

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 9/1/08

Completion Date: 12/29/08

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official:

[Signature]

Date: 09/11/08

Distribution:

Contracting Officer (Original)

Contractor

COTR

Task Requester

Task Order No.:
Task Description for:

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

A. Period of Performance

~~7/21/08~~ - 12/30/2008

09/11/08

B. Description of Work

The contractor shall provide support in the operational management of the Government Relations Branch (VCG) for the Strategic Communications and Education Division (Code VCG). The contractor shall provide program advice and guidance related to legislative affairs as well as community, industry, and international relationships development. In addition, the contractor shall provide support in the area of Congressional liaison at local Congressional offices and prepare written documents for by VCG that provide guidance in Ames' Government and external relations. See attached for additional requirements.

C. Hours of Work

Monday through Friday

Start Time: 7:00-9:00

End Time: 3:30-5:30

D. Government Furnished Equipment:

Office space and furnishings, telephone, computer, and service connection

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Congressional/Legislative Liaison Develops and manages a congressional/legislative liaison program for a significant organizational segment of an agency and for the Center, impacting external relations and communication policy at the regional/national levels. Develops guidance and provides input to national policy impacting congressional/legislative liaison programs agency-wide.	Complete requirements on schedule and within the estimated cost.		Surveillance by the Task Requestor on completion of requirements.
Community Relations Plans, executes, and establishes nation-wide community relations programs and policies that provide the agency sensitivity for and response to organized citizen and special interest concerns and ensures opportunities for public involvement in the resolution of issues. Establishes and fosters effective working relationships and information networks with	Complete requirements on schedule and within the estimated cost		Surveillance by the Task Requestor on completion of requirements.

Performance Requirements Summary

Federal, state, and local officials and agencies, community and civic organizations, business and industry associations, state and local compliance organizations, etc., in order to gain a better understanding of their interests and to facilitate their participation and understanding. Advises and recommends innovative approaches for avoiding and/or resolving problems and reducing conflict with affected public. Participates in conflict intervention activities, including on-site participation and Incident Commander responsibilities. Works with community entities to conciliate or mediate community crises. Oversees crisis response actions.

Coordinate VIP Visitation

Integrates protocol arrangements with regular and out-of-the-ordinary the agency activities scheduled at the time

Complete requirements on schedule and within the estimated cost

Surveillance by the Task Requestor on completion of requirements.

Performance Requirements Summary

of the visit. Establishes agency-wide standards, protocol, and processes for VIP visits. Implements training regarding protocol procedures during visits of VIPs, with special consideration of the guests' culture, rank, and special needs. Serves as the point of contact for guests prior to and following the visit. Analyzes requirements and goals of the agency and visiting guests to establish suitable policies and approaches for special events or visits by VIPs. Evaluates the agency image and protocol initiatives, initiating program changes to enhance the agency's image.

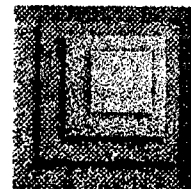


PLANNERS COLLABORATIVE

Task Plan EG 2.4
Congressional/Legislative Specialist

Task performance will be managed by the Planners Communications Group Manager with assistance by the Planners Project Office Administrative Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making NASA's vision our mission.

Planners Collaborative will provide one full-time Congressional/Legislative specialist consultant with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 17, 2007

Ref: NNA04CA76C Task Order:

EG 1.4 Community Outreach Support/Visitor Center Operations

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EG 1.4

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Community Outreach Support/Visitor Center Operations

PURPOSE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
-----------------	---------------	----------------------	----------------------	----------------------

Comm. Group Mgr.
Immersive Theater Mgr.
Receptionist
Content Developer
Back-up*

Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A
Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOC.

B-4

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 204,182

This amount shall not be exceeded without prior approval of the Contracting Officer

CA
9/26/07

NNA04CA76C

Task Order No.: EG-1.4

Task Requester: Terence Pagaduan

Date: Sept. 6, 2007

COTR: Karen Moze

Date: 09/06/07

Contracting Officer: Marie E. Davis

Date: 9/07/07

Task Requester Concurrence
of Contractor's Task Plan and
Contractor's Cost Estimate:

Terence Pagaduan

Date: 11/14/07

COTR Concurrence of
Contractor's Task Plan:

Karen Moze

Date: 11/16/07

CONTRACTOR'S ACCEPTANCE:

Contractor's

Representative:

[Signature]

Date: 9/27/07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/2007

Completion Date: 09/30/2008

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official:

[Signature]

Date: 11/20/07

Distribution:

Contracting Officer (Original)

Contractor

COTR

Task Requester

Task Order No.: EG-1.4

Task Description for:

Community Outreach & Visitor Center Operations

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

A. Period of Performance

October 1, 2007 – September 30, 2008

B. Background:

1. The NASA Ames' Office of Government and External Relations performs outreach to disseminate information about NASA missions and programs to the public. The Ames Visitor Center (VC), also commonly known as the Exploration Center in Building 943A, lies at the entrance to Ames next to the busy US 101 corridor and has become a recognizable landmark to the community. The facility encompasses a large exhibit hall, a reception/ information desk, several smaller rooms, public restrooms, storage, and guest parking. The VC contains various audio-visual equipment, an Immersive Theater, informational display panels, various hands-on displays, and models of research hardware. Various displays and visual media convey NASA's Vision for Space Exploration and other missions, and Ames' role in them.
2. The Ames Visitor Center is a public venue meant to disseminate information about NASA's missions and programs to the public on an on-going basis. Daily hours of operation may vary according to NASA's needs and requirements. NASA Ames reserves the right to set and change VC hours of operation. Actual work schedule of contractor staffing will be determined according to the needs of the center. The VC is closed on all Federal holidays.
3. Maximum occupancy is 381 persons or as determined by the Ames fire marshall. Due to exhibit space and noise considerations, capacity of no more than 200 would be appropriate. To manage the number of people in the VC at one time, groups of over 15 are asked to call and schedule a time in advance. Publications, documents, and other relevant material are available to guests at the main reception/information desk. An entry sign welcomes guests and announces the day's event information.
4. Special events, such as community or corporate evenings, are held at the VC on a regular basis. Typically, they are scheduled several weeks in advance for the time frame just prior to operating hours (as early as 7:00 a.m.) or after normal hours (sometimes as late as 10:00 p.m.). They may also be scheduled during normal operating hours if feasible.

5. Building 943 next to the VC houses NASA offices, lecture halls, meeting rooms, and exhibition storage. Special events typically utilize both buildings for large numbers of attendees. Lectures are held in 943 in the Eagle Room. Media events and press conferences can also be accommodated in 943. Together with the VC, these two buildings comprise the focal point of on-site outreach activities at Ames.
6. Ames also participates in off-site public events throughout the year at community fairs, air shows and conferences/symposia. This often includes the use of exhibit displays, including pop-ups, artifacts, computers, and videos. These off-site events include the Mountain View and Sunnyvale Art and Wine Festivals, local and regional air shows, county fairs and, on an increasing basis, at what are known as "non-traditional constituency" events. These events require staffing of the displays during all public access time including weekends.

C. Description of Work:

1. Operations of the VC

- a. Staff the information-reception desk; greet visitors, and guests to the VC; keep a precise tally of the attendance figures for the VC by categories as needed; maintain the VC guest book; and keep the desk area neat, presentable and accessible.
- b. Help NASA civil servants maintain control of guests within the exhibit hall and surrounding areas by enforcing the VC code of conduct and common sense rules; prepare and update the daily visitor welcome board and other message signs as appropriate. Help NASA civil servants maintain the security of the facility by reporting any problems to the trouble desk or security as appropriate and the VC staff.
- c. Assist in maintaining the facility and its displays by conducting daily walk-around inspections prior to opening, at lunch break and upon closing. Any discrepancies are to be noted in the daily logbook, with appropriate remedying parties notified including the Curator. If there are immediate common sense solutions to the immediate problem they should be implemented by the contractor staff (i.e., a display panel is on the floor, pick up and lean against the wall, if there is a puddle on the floor ensure that guest will avoid it, etc.).
- d. Maintain the facility in a tidy and presentable manner. Assist in keeping the storage area clean and functional. Assist in preparing the exhibit hall and smaller rooms for special events and in returning the facility to daily operation upon termination of the event.
- e. Open the facility, as needed, for business at the appointed time in the morning and secure it at the appointed closing time, again as needed. If, due to special events, these times exceed the standard workday, then arrangements shall be made to cover those events or ensure proper opening and closing procedures through other parties. May staff off-hours events by sliding employee schedules or on-call personnel.

- f. Answer all phone lines coming into the VC; direct incoming calls to the appropriate Ames office.
- g. The Contractor shall provide on-call support for these tasks, and may cross-train other personnel on the contract to provide back-up personnel for these tasks, in the event of non-availability of assigned contractor staff.
- h. All Contractor personnel on-duty in the EC shall maintain proper appearance, grooming, and conduct appropriate for representing NASA in a public venue. Suitable clothing may include, but is not limited to, polo shirts and short or long sleeve collared shirts, with NASA meatball logo.
- i. The Contractor will provide operation, maintenance, narration, and support for the SGI Immersive Theater in conjunction with other NASA personnel, contractors and vendors.
- j. Records and Databases. Keep a comprehensive database on visitors to the Center, including total visitors, monthly and weekly breakdowns, and other breakdowns as required by PAO and Ames management. This database information is to be summarized and presented on a regular basis to the Government and External Relations Division.

2. PAO and Content Development

- a. Provide, as needed, content development and coordination of various outreach products and activities. Content will include, but not be limited to summaries of research to be used in brochures, web content for both the directorate and for submission to the Center and Agency web sites and portals, weekly and annual highlights, articles, press releases, kiosks, static and interactive exhibits, fact sheets, researcher profiles, technical highlights, award nominations/submissions, awards and accomplishment summaries, presentations/briefings (PowerPoint and Word), articles for non-technical journals, interactive displays/exhibits content, etc. This support may be done for Government and External Relations, and for other outreach groups within the Center as needed.
- b. Contractor will work closely with NASA leads on all tasks, including coordination of required actions to complete outreach projects and products. Projects will be assigned with clear actions and time/date milestones and deadlines.
- c. Contractor will work closely with division outreach staff, education staff, and researchers to ensure technical data is transferred into layman terms and overall non-technical language, accurately in all products.
- d. Contractor will coordinate the development and final phases of content as needed across technical directorates, and other Codes if needed.

- e. Contractor will rewrite technical information in a way that the general public can understand the research and technology.
- f. Contractor will perform research toward story lines, interview researchers, document interviews, obtain graphics/video/film and work closely with division outreach and education teams to complete projects.
- g. Contractor will work closely with various Center organizations as appropriate. Contractor may be asked to support directorate exhibits that travel to conferences, schools, external groups, etc. This may include working on scheduling, various operational details, setting up and taking down exhibit, and staffing exhibit. May include developing appropriate content for display on exhibit or accompanying documentation (fliers, brochures, etc.)
- h. Provide content development and narration for the Immersive Theater in the Visitor Center. NASA Ames retains the right to edit and use the theater content developed by the contractor. The Contractor will provide operation, maintenance, narration, and support for the NASA Ames Exploration Center Immersive Theater in conjunction with other NASA personnel, contractors and vendors. The Contractor is authorized to purchase, install, maintain and support the theater on behalf of the Government, subject to appropriate FAR clauses. The Contractor is also authorized to use the existing SGI Theater equipment as needed in the new theater system; however, any excess or unused equipment must be disposed of by the Government according to federal rules and guidelines pertaining to excess property.

3. Special Events/Off-Site Events & Miscellaneous Support

- a. Assist in both on-site special events, such as Moffett air shows, lectures, family nights, and corporate and community outreach events, and off-site events, such as regional air shows and community festivals, on an as needed basis.
- b. The contractor shall make available on-call personnel in support of special events, off-site events, and miscellaneous duties, and may cross-train other personnel on the contract to provide back up for these tasks.

D. Hours of Work

The VC is open on a schedule to be determined by NASA Ames. Hours of operation may include weekends. The contractor will set its employees' work hours in response to NASA Ames' operating hours for the VC and with Ames' approval. NASA Ames reserves the right to change the operating hours of the VC.

E. Government Furnished Equipment

F. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Description of Services	<p>Performance standards explain how well a job should be done.</p> <p>Standards for "Good" performance should be exceedable.</p> <p>Indicators of successful performance include:</p> <ul style="list-style-type: none">* Accuracy* Timeliness* Customer satisfaction* Leadership* Resource management* Quantity or productivity* Initiative* Resourcefulness* Innovation* Quality	<p>Quantify the amount of work required for the task order performance period as best you can.</p>	<p>How will you measure contractor performance? Some examples include;</p> <p>Random Sampling</p> <p>Customer Survey</p> <p>Task Manager Review</p> <p>Monthly Report</p>

Performance Requirements Summary

3. Visitor Center
Attendance and other visitor
information records and
database

Attendance count and
other visitor data shall
be transmitted to the
Government in a timely
and accurate manner.
Data should also be
relevant to
Government's need and
request. Contractor
shall keep these records
and information updated
on a database.

Excel spreadsheet and other
numerical data should be done a
weekly basis, and as requested by
Government. Workload is
estimated at 1 – 3 hours per week.

Government will review the
submitted data for arithmetic
accuracy and consistency.
Methodology used will also be
reviewed. Government will
discuss methods and data on a
periodic basis with the contractor.

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
1. Content Development	<p>1. Content should be developed by researching, drafting and submitting required written documents in a timely manner. Quality content should be accurate, timely, and meet customer's satisfaction. Content should be successfully coordinated across divisions and when appropriate signed off by division management.</p>	<p>1. Research, draft and submit content to customer for review and final approval. Meet with division outreach and education personnel to obtain data. Submit to final publication medium (web, presentations, submissions, etc.)</p>	<p>1. Regular communication. Weekly project/task updates sent electronically (e.g., excel spreadsheet, web project management database, etc.). Monthly report. Review of draft and final products. Satisfaction appraisals from directorate and division personnel (managers, researchers, etc.)</p>
2. Coordination of outreach and education projects and activities	<p>2. Coordination should be done in a timely manner working well with appropriate personnel. How much initiative and leadership skills were used to coordinate projects.</p>	<p>2. Regular meetings and telephone conversations with division and directorate personnel to find out the status, strategize next steps, and obtain final products.</p>	<p>2. Regular communication. Weekly project/task updates sent electronically (e.g., excel spreadsheet, web project management database, etc.). Monthly report. Review of draft and final products. Satisfaction appraisals from directorate and division personnel (managers, researchers, etc.)</p>



Task Plan EG 1.4 Community Outreach & Visitor Center Operation

Task performance will be managed by the Planners Communications Group Manager with assistance by the Planners Project Office Administrative Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making NASA's vision our mission.

Planners Collaborative will provide 3.5 FTEs with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

Planners will provide back-up capability as follows: On-Call staff as required.

Exploration Center Administrative Coordination

All work in the visitor center as described by the Task Order and meets the requirements of the Performance Requirement Summary will be performed to include reception duties, record keeping, tours, support of evening and weekend events, safety and security and all other duties as assigned or added to by the task manager to the current task.

Exploration Center Content Development and Theater Management

All work will be performed to update exhibits and develop new content for the Exploration Center. This plan will include, researching, interviewing, and collaborating with other Codes and technical directorates. Will provide operation, maintenance, and narration; perform preventative maintenance and order expendables to support the Immersive Theater under the supervision of the task manager after approval by the task requester.

Cross training for, both Civil Servants and Contractors, assigned to the tent will be provided by our FTEs on theater operation and administrative coordination. Will develop new materials using MAYA and After Effects as well as adopt High Definition video to the theater presentation environment as required.

Special Events, Outreach, and Miscellaneous Support

Planners will provide support for special events, off-site events, conferences and trade shows. This also includes outreach events such as festivals, air shows, launches, press events, non-traditional constituency events, and any large venue as required such as college or university lecture forums.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA78C (BOATS)

Task Order No.: EN 15.4

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE:

Pavilion Lake Research Project Support

PURPOSE:

Estimated Beginning Date:

~~June 1, 2008~~ September 11, 2008 *W*

Estimated Completion Date:

December 30, 2008

Labor Category:

Senior Web Event Coordinator
Education Manager

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A
Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

This amount shall not be exceeded without prior approval of the Contracting Officer

B-4

\$ 4,522

OK
7/16/08

NNA04CA76C

Task Order No.: EN 15.4

Task Requester: Brenda Collins

Date: 6/23/2008

COTR: Karen Uloge

Date: 6/24/08

Task Requester Concurrence
of Contractor's Task Plan and
Contractor's Cost Estimate: BFL

Date: 7/17/08

COTR Concurrence of
Contractor's Task Plan: Karen Uloge

Date: 7/17/08

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 7-16-08

AUTHORIZATION:

Authorized period of performance:

Beginning Date: June 1, 2008

Completion Date: December 31, 2008

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 09/10/08

Distribution:

Contracting Officer (Original)

Contractor

COTR

Task Requester

Task Order No.: EN 15.4

Task Description for:

Pavilion Lake Research Project Support

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

A. Period of Performance

The period of performance for this task will be from June 1, 2008 through December 31, 2008 unless specifically identified otherwise in this task.

B. Description of Work

This task order provides for staff to support the Pavilion Lake Research Program (PLRP). PLRP is a science research program led by NASA Ames and funded by the Science Mission Directorate (SMD). The PLRP is a multi-disciplinary effort to map and understand the existence of microbialites in Pavilion Lake, British Columbia, Canada as part of any on-going NASA-University of British Columbia effort to investigate the Mars analogue potential of terrestrial lacustrine carbonates. NASA Ames Education Branch is piloting an EPO program in support of the PLRP during the summer and Fall of 2008.

The purpose of this task is to design, develop, implement and test enhancement to the existing PLRP websites. This task will require interface and collaboration with the PLRP Principal Investigator and the PLRP science team during all phases of this effort. At the initial funding level, the estimated number of WYE to fulfill the requirements is 0.1. This Task Order will also provide the vehicle to add funding to this effort.

Description of Specific Tasks to be performed as funding is available

- Modify the www.pavilionlake.com website as follows:
 - point www.pavilionlake.com <<http://www.pavilionlake.com>> to the supercritical server (<http://supercritical.civilube.ca/~pavilion/>)
 - add new logo to the website on every page
 - update "Contributors" section as follows:
 - add new biographies (provided by Government) to "Science Contributors" section
 - change name of this section to "Science and Exploration Team"
 - put CSA CARN first under funding support then NASA, Nuytco Research, McMaster University, National Geographic Research and Exploration Grant
 - update Field Support to include special thanks to Mickey and Linda Macri, Ron and Lorna Cook, First Nation Band, and others TBD
 - Remove "Publications" tab under Science
 - Under "Information" add a "History of Pavilion Lake" tab: add text and photos provided by Government
 - Under "Information" add "Deep Worker Science and Exploration" tab with upload capability: add text and photos provided by Government
 - Remove "Relevance to Astrobiology and Space Exploration" (may be added later)
 - Under "Information" add a "Media Kit" tab: contents to include a PDF of the media kit and a calendar of press conferences and open houses.
 - Under "Information" add a "Deep Worker Submersibles" tab: add text and photos provided by Government

- update photos section with some shots from 2006, 2007, and 2008 to date
- add upload capability
- add section for blogs
- add section for 2008 photos

Schedule

All website modifications to be completed and accepted by December 31, 2008.

C. Hours of Work

Specific duty times and days are flexible based on the operational needs of each program.

D. Government Furnished Equipment

A listing of government-furnished equipment is provided in Part III, Section J.1, Attachment A3, and "Government Furnished Equipment."

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Provide design, development, implementation and testing of modifications to the existing PI.RP website.	Meets all administrative and technical requirements including NASA and Ames policies and NASA education mission priorities. Meets all quality requirements including scientific and grammatical accuracy. Meets all schedule milestones. 90-100% satisfaction reported by internal customers. 80-100% satisfaction reported by external customers.	Services are required throughout period of performance.	<p>Monthly reporting</p> <p>Frequent communication between Task Requestor and Contract task personnel</p> <p>Task Requestor review of monthly and quarterly cost reports</p> <p>Education weekly staff meeting updates</p>

Task Plan EN 15.4
Pavilion Lake

Task performance will be managed by the Education Group Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners Collaborative will provide the staffing resources with the appropriate skills and experience to perform the task requirements as directed.

Planners is committed to perform the highest quality work for all task requirements ensuring flexibility with program changes and backup capability for all personnel.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EN 13.4

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: **Spaceward Bound Support**

PURPOSE:

Estimated Beginning Date:

~~March 1, 2008~~

September 11, 2008

Estimated Completion Date:

September 30, 2008

Labor Category:

Senior Web Event Coordinator
Ed Group Manager
Art Director

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A
Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 28,874

This amount shall not be exceeded without prior approval of the Contracting Officer

Ch
6/26/08

NNA04CA76C

Task Order No.: EN 13.4

Task Requester: Brenda Collins

Date: 4/28/2008

COTR: Karen Elloge

Date: 4/30/08

Contacting Office: Marie E. Dush

Date: 5/28/08

Task Requester Concurrence
of Contractor's Task Plan and
Contractor's Cost Estimate:

BSC

Date: 7/1/08

COTR Concurrence of
Contractor's Task Plan:

K Elloge

Date: 7/7/08

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative:

[Signature]

Date: 6-27-08

AUTHORIZATION:

Authorized period of performance:

Beginning Date: ~~March 1, 2008~~ September 11, 2008

Completion Date: Dec. 31, 2008

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official:

[Signature]

Date: 09/10/2008

Distribution:

Contracting Officer (Original)

Contractor

COTR

Task Requester

Task Order No.: EN 13.4

Task Description for:

Spaceward Bound Support

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

A. Period of Performance

The period of performance for this task will be from April 1, 2008 through December 31, 2008 unless specifically identified otherwise in this task.

B. Description of Work

This task order provides for staff to support the Spaceward Bound program. Spaceward bound is an educational program developed at NASA Ames and funded by the Exploration Systems Mission Directorate (ESMD). The mission of Spaceward Bound is to train the next generation of space explorers by having students and teachers participate in the exploration of scientifically interesting but remote and extreme environments on Earth as analogs for human exploration of the Moon and Mars. Spaceward Bound supports the second major NASA education goal to attract and retain students in STEM disciplines through a progression of educational opportunities for undergraduate and graduate students in STEM and Education, pre-service and in-service STEM K-12 teachers as well as STEM education faculty.

For the four Spaceward Bound expeditions below, the estimated number of WYE to fulfill the requirements is 0.12. This Task Order will also provide the vehicle to add funding, when available, to fully support the Quest website.

Description of Specific Tasks to be performed

- Website support – development and continued upgrade and maintenance of Spaceward Bound webpages on the NASA Quest website, to include extensive resource links for all participants
- Training – filming and production of training sessions and posting of sessions on the website.
- Documentation of expedition – filming and production of scientist and teacher vignettes describing their activities on the expeditions; posting of these vignettes on the website.
- Biographies – Collection, preparation and maintenance of biographies of all participants in Spaceward Bound
- Media – support of expedition media day
- Planning – participation in planning and development meetings

Schedule

Spaceward Bound: Mojave 2008 – Winter and Spring 2008

Spaceward Bound: North Dakota 2008 – Spring and Summer 2008

Spaceward Bound: Pavilion Lake 2008 – Spring and Summer 2008

Spaceward Bound: Lassen 2008 – Summer and Fall 2008
Spaceward Bound: Arctic 2008 – Summer 2008

C. Hours of Work

Specific duty times and days are flexible based on the operational needs of each program.

D. Government Furnished Equipment

A listing of government-furnished equipment is provided in Part III, Section J.1, Attachment A3, and "Government Furnished Equipment."

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<p>Provide website support, training, documentation, biography preparation, media support and planning for Spaceward Bound expeditions.</p>	<p>Meets all administrative and technical requirements including NASA and Ames policies and NASA education mission priorities. Meets all quality requirements including scientific and grammatical accuracy. Meets all schedule milestones. 90-100% satisfaction reported by internal customers. 80-100% satisfaction reported by external customers.</p>	<p>Services are required throughout period of performance.</p>	<p>Monthly reporting</p> <p>Frequent communication between Task Requestor and Contract task personnel</p> <p>Task Requestor review of monthly and quarterly cost reports</p> <p>Education weekly staff meeting updates</p>

Task Plan EN 13.4
Spaceward Bound Support

Task performance will be managed by the Education Group Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners Collaborative will provide the staffing resources with the appropriate skills and experience to perform the task requirements as directed by the Program Lead for Spaceward Bound. We understand that the Program Lead will prioritize the Specific Tasks based on available funding. It is understood that the Specific Tasks outlined on the EN13.4 Task Order exceed existing funding but describes work that will be executed by Planners Collaborative staff when additional funding becomes available and is added to the task order.

Planners is committed to perform the highest quality work for all task requirements ensuring flexibility with program changes and backup capability for all personnel.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EN 5.4 Revision No. 3

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Higher Education Project Support

PURPOSE: Provide for stipent payments per task CTO Revision
Increase ODCs

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Education Manager
Higher Ed Prog Asst

Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A
Flow-through Items

Stipends

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

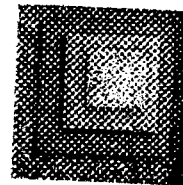
ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 68,385

This amount shall not be exceeded without prior approval of the Contracting Officer

OK
8/12/08



PLANNERS COLLABORATIVE

MEMORANDUM

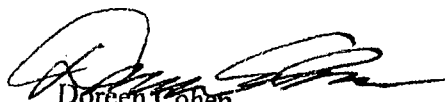
To: Karen Moze, COTR
Date: July 16, 2008

Ref: NNA04CA76C Task Order:

EN 15.4 Pavilion Lake Research Project Support

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period June 1, 2008 – December 30, 2008.

Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

CTO REVISION REQUEST

**BUSINESS OPERATIONS AND
TECHNICAL SERVICES**

1. Contractor:
Planners Collaborative
NNA04CA76C

8. Contractor Task Order to be Revised
Task Order No.: EN 1.4

3. Submittal Date:
May 28, 2008

4. Originator/Telephone No.:
Brenda Collins 604-3540

PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):

This is a revision of task order EN 1.4 Ames Exploration Encounter (AEE) reducing support of this task. The government no longer requires the following: Team NASA Volunteer Manager, Asst. Operations Manager, and Lesson layout/Graphics support.

ODCs for the task shall be reduced to B-4

6. Revised TO:

The government requires operational support of the facility only. All supporting requirements including: content writer, volunteer management, assistant operation management and lesson layout/graphics support are no longer required.

The government estimates the operational requirements would require 1 FTE to cover the AEE Operations Manager duties and daily operation of the AEE.

Please extend current performance period to end of contract: December 31, 2008.

APPROVAL

7. NASA Task Manager:

Brenda Collins *BfC*

8. Date:

5/29/08

9. COTR:

Karen Close

10. Date:

6/6/08

11. Project Manager:

Donna

12. Date:

July 9-08

13. Contracting Officer (Check if Required) ☐

Paul May

14. Date:

09/11/08

Revised cost estimate
attached. *RD*

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No. EN 1.4 Revision No. 2

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Ames Exploration Encounter

PURPOSE: Changes per CTO Revision
Add Subcontract Support

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Team NASA Vol Mgr/Mgr.
Operations Manager
(Transferred from task June 2008)
Asst. Operations Mgr.
Lesson layout/Graphics

B-4

Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A
Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

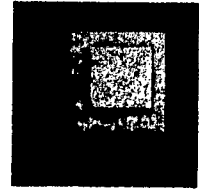
ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 120,039

This amount shall not be exceeded without prior approval of the Contracting Officer

CM
8/15/08



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

EN 7.4 Ames Robotics Education Support

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,

A handwritten signature in black ink, appearing to read 'Doreen Cohen', written over the printed name.

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EN 7.4

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Ames Robotics Education Support

PURPOSE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

Project Managemenet
Embedded Systems Developer
Systems Engineer
Technical writing/online courses
Technical writing/ online courses

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A
Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 362,098

This amount shall not be exceeded without prior approval of the Contracting Officer

OK
9/26/07